



OPERATIONS MEMO

Update of the California Student Aid Commission

August 1, 2008

GOM 2008-14

TO: Financial Aid Administrators

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SUBJECT: Community College September 2, 2008 Cal Grant Application Submission Information

This Operations Memo provides guidance to California Community Colleges regarding the 2008-2009 September Competitive Cal Grant A & B GPA and enrollment information submission process. These awards are for students who will attend an eligible California Community College this Fall.

This memo addresses the following:

- Students Eligible to Participate in the 2008-2009 Cal Grant Community College Competition
- Cal Grant Grade Point Average (GPA) Verification Process and Submission
- California Community College Enrollment Verification and Submission

The Governor's proposed State budget issued in January 2008 included the proposal to eliminate new Competitive Cal Grant awards. As of today, the State of California does not have a budget in place and until a final 2008-09 State budget is enacted, the outcome of this proposal is not known. However, California Student Aid Commission (Commission) staff continue to process all September 2 Competitive Cal Grant applications as we did for the March 2 award cycle to inform students of a tentative Cal Grant award. In the event that the Competitive Cal Grant programs are eliminated, the Commission will notify schools of the final budget results.

Students Eligible to Participate in the 2008-2009 Cal Grant Community College Competition

Students who did not receive a Cal Grant award from the March 2 application process, or who applied after March 2, but by September 2, 2008, may be considered for the 2008-2009 Community College award competition.



State of California
Arnold Schwarzenegger
Governor

For more information you may contact us at:
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In order to be considered for the 2008-2009 September community college competition, an applicant must have:

- A complete 2008-2009 Free Application for Federal Student Aid (FAFSA) postmarked or posted on-line no later than September 2, 2008;
- A verified GPA submitted to the California Student Aid Commission for the 2008-2009 award year no later than September 2, 2008; and
- A Social Security number included on a California Community College enrollment upload file. Students who are offered an award must enroll in and attend a California Community College for the Fall 2008 term to receive payment.

Cal Grant Grade Point Average (GPA) Verification Process and Submission

The September Community College Cal Grant GPA Verification Form and instruction sheet have been posted to the Commission's Website since March 4, 2008. The Commission continues to encourage schools to utilize WebGrants to submit GPAs. The following information is provided to assist community colleges in the submission of GPAs:

Submitting Verified GPAs

Authorized school officials may submit verified GPAs by uploading data files through WebGrants using the GPA upload option. GPA data files must be received by the September 2 filing deadline. Please refer to the enclosed record layout for the data fields to include in your data file. You may also submit certified paper GPA Verification Forms.

September Cal Grant GPA Verification Forms

The 2008-09 September Cal Grant instruction sheet provides complete details on how to calculate a college, community college or reestablished GPA. If a student chooses to submit the paper Cal Grant GPA Verification Form, please advise the student to keep a copy of the form and to obtain a \$1.10 U.S. Postal Service (USPS) Certificate of Mailing, which must be postmarked by the September 2 deadline.

Reestablished GPAs

Please identify reestablished GPAs by:

1. WebGrants GPA Upload: When uploading both regular and reestablished GPAs, each requires a separate data file. Use a naming convention to readily identify which file is a regular GPA and which is a reestablished GPA file; or
2. GPA Verification Form: Fill in the oval that identifies the verified GPA as a reestablished GPA, if applicable.

California Community College Enrollment Verification and Submission

Enrollment data files are to be uploaded directly to the Commission through WebGrants. Users have the option to upload a complete data file or to enter individual records. The enrollment record layout specifications are the same as last year. A copy of the record layout is enclosed.

California Community Colleges should report the Social Security numbers of all students enrolled for Fall 2008, regardless of the number of units in which the student is enrolled. The Commission is requesting all enrollment data no later than September 12, 2008, for semester community colleges and by September 19, 2008, for quarter schedule schools.

If you need further assistance, please contact Justin Watkins, Student Support Services Unit at (916) 464-2152 or jwatkins@csac.ca.gov.

Enclosures: WebGrants GPA Record Layout
Enrollment and GPA File Upload Q&A
Enrollment Data Electronic File Layout
September Cal Grant GPA Verification Form
September Cal Grant GPA Verification Instruction Sheet

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